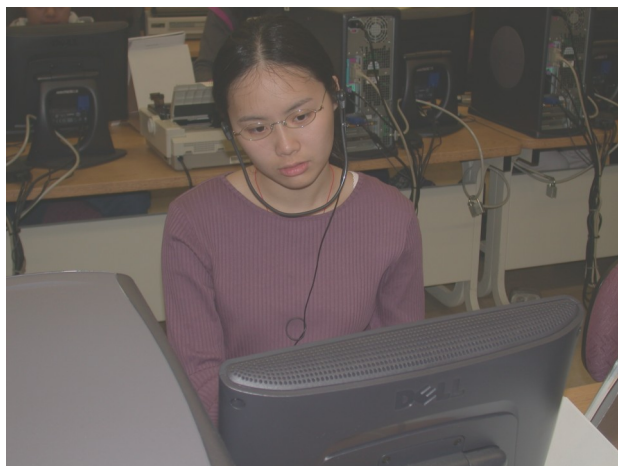




TRANSCRIBER

Certificate

There are many opportunities in business for individuals who are proficient in the language arts and who are skilled in the operation of transcribing machines and computers.



UNITS

CAOT 2** Computer Keyboarding II	3
CAOT 3** Computer Keyboarding III	3
CAOT 7* Machine Transcription	3
CAOT 31 Business English	3
CAOT 32* Business Communication	3
CAOT 33 Records Management	2
CAOT 34 Business Terminology	2
CAOT 35 Concepts in Information Systems	3
CAOT 39** Word Processing: Keyboarding Operations (Microsoft Word)	3
CAOT 41** Office Methods OR	
CAOT 941 Cooperative Education	4
CAOT 92** Computer Windows Applications	2
Total.....	31

*This course has a prerequisite.

**This course has an advisory.

31 units

Computer Applications & Office Technologies
Technology Building E7 - Fourth Floor
For more information, call 323-265-8954